

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
Administration Committee Minutes
May 2, 2002

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPES OF THE MEETING ARE AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee held its meeting at Lake Arrowhead Resort, 27984 Highway 189, Lake Arrowhead.

1.0 CALL TO ORDER

Mayor Pro Tem Bev Perry called the meeting to order at 9:00 a.m.

2.0 PUBLIC COMMENT PERIOD

No public comment.

3.0 CONSENT CALENDAR

The consent items were MOVED (Perry), SECONDED (Garcia) and UNANIMOUSLY APPROVED.

3.1 Approval Items

3.1.1 Minutes of the April 4, 2002 Meeting

3.1.2 Contracts & Purchase Orders

New Contracts

- Adler Public Affairs
- Pay for Performance Plan (TBD)

The Personnel Subcommittee is unanimously recommending CPS for the Pay for Performance Plan.

The item was MOVED (Mikels), SECONDED (Garcia) and UNANIMOUSLY APPROVED.

- Lockheed Martin Mission Systems

Subregional Contracts

- The Elliott Consulting Group, Inc.

3.2 Receive & File

3.2.1 SCAG Legislative Matrix 2001-2002 Session

3.2.2 Contracts/Purchase Orders \$5,000 & \$25,000

Contracts

- Fennessy & Associates
- Psomas & Associates

Purchase Orders

- Ametron Audio/Video, Inc.
- DRI-WEFA
- Govplace
- Yocum Business Furnishings

3.2.3 Conflict of Interest Listing

4.0 ACTION ITEMS

4.1 Administration Committee Report

4.1.1 Draft Fiscal Year 2002-2003 Budget

Ralph Levy presented this item.

Chair Bev Perry requested that for next year's budget, a day be set aside to hold a Budget Retreat in October or November to talk about 1) December Budget Amendment and 2) start planning for new fiscal year, discuss priorities, programs, etc.

Supervisor Jon Mikels raised concern that currently no model exists to fill the gap in the forecasting process and that money should be included in Work Element 4 – Planning Data for this purpose. He suggested this concern be referred to CEHD at its June meeting with a report on this year's needs assessment and how to address this gap. Chair Perry directed staff to address this concern.

4.1.2 Request to add item to the Agenda – LOCAL Coalition

The request was MOVED (Mikels), SECONDED (Garcia) and UNANIMOUSLY APPROVED.

The item was MOVED (Loveridge), SECONDED (Alexander) and UNANIMOUSLY APPROVED.

5.0 INFORMATION ITEMS

5.1 Presentation by Civic Resource Group Website Consultant

Gregory Curtin, PhD, Civic Resource Group, presented this item.

Chair Perry asked that at the next Administration Committee meeting, a detailed report be given as to what staff is recommending given what the consultant has briefed on today.

Councilmember Tyler asked that a clearer description of what we will be doing and providing be given at the next meeting.

Mayor Pro Tem Garcia would like to see what SCAG's current staffing level is for the Website, what is in place now, and what is being recommended.

5.2 Monthly Financial Report

Not reported.

5.3 Update on Caltrans Audit

Not reported.

5.4 Budget Funding Strategies

Covered under Item 4.1.1

6.0 COMMENT PERIOD

No comments presented.

7.0 ADJOURNMENT

Chair Perry adjourned the meeting at 10:00 a.m.

Bert Becker, Chief Financial Officer
Staff to the Administration Committee

Committee Members Present:

Mayor William Alexander	City of Rancho Cucamonga
Mayor Pro Tem Ron Bates	City of Los Alamitos
Councilmember Hal Bernson	City of Los Angeles
Councilmember Art Brown	City of Buena Park
Councilmember Richard Dixon	City of Lake Forest
Mayor Pro Tem Lee Ann Garcia	City of Grand Terrace
Mayor Dee Hardison	City of Torrance
Mayor Ron Loveridge	City of Riverside
Supervisor Jon Mikels	County of San Bernardino
Supervisor Judy Mikels	County of Ventura
Councilmember Bev Perry	City of Brea
Councilmember Bea Proo	City of Pico Rivera
Mayor Ron Roberts	City of Temecula
Councilmember Sidney Tyler	City of Pasadena
Councilmember Toni Young	Port of Hueneme

Committee Members Absent:

Councilmember Lawrence Kirkley	City of Inglewood
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Staff Present:

Bert Becker	Chief Financial Officer
Helene Smookler	Legal Counsel
Ralph Levy	Manager, Budget & Grants
Michael P. Murphy	Lead Government Affairs Officer

Others Present:

Al Perdon	APA
Ed Jones	SCAG Liaison